



The Corporation of the Town of Cobourg

Receptionist

SUMMER STUDENT

The Corporation of the Town of Cobourg has an opening for a student receptionist for the summer of 2020.

Reporting to the Director of Public Works, the summer student receptionist will be responsible for answering all public works, engineering, parks, special events, and forestry phone calls and will be preparing service requests using Cityworks. The summer student receptionist will be integral in maximizing the use of Cityworks for all public inquiries and implementing a consistent approach to preparing service requests throughout the Town.

Principal Responsibilities:

- Providing reception coverage for: Public Works, Engineering, Special Events, Parks, and Forestry.
- Prepare and close service requests using Cityworks.
- Search for service requests and provide updates to public inquiries, upon request.
- Information gathering, tracking of public inquiries, and preparation of public inquiry database.

Other Responsibilities:

- Export spreadsheets and manipulate/organize data.
- Create Crystal Reports report files to be used in Cityworks.
- Update the Municipal 511 website, as needed.
- Assist in preparing advertising for holidays and transit detour announcements, and arrange for posting on the buses, local papers, social media (Twitter) and the Town of Cobourg website.
- Assist in filing Town documents.
- Other duties as assigned.

Required Skills and Qualifications:

- Currently enrolled in post-secondary education in Office Administration, Municipal Administration, Business Administration or similar field
- Must be returning to full time studies in fall of 2020
- Intermediate knowledge of software including database software and Microsoft Excel
- Exceptional customer service skills, ability to work independently and show initiative, strong organizational skills
- Demonstrated leadership, communication, decision-making and public relations skills, with the capability to issue clearly understandable written and oral instructions
- A working knowledge of administrative policies and procedures
- Must possess a valid Driver's License (minimum of G2) with a clean drivers abstract
- Must obtain a Satisfactory Police Record Check upon employment

This position is full time, 35 hour work week position governed by the Town's collective agreement with CUPE Local 25. Hours shall be Monday through Friday between the hours of 8:30 am to 4:30 pm with a one (1) hour unpaid lunch to be taken between 12:00 pm – 2:00pm. The hourly wage shall be \$14.00.

Interested applicants should forward their resume in confidence no later than [January 27, 2020 at 12 noon](#) to the attention of:



The Corporation of the Town of Cobourg

Human Resources Department

Corporation of the Town of Cobourg
55 King Street West
Cobourg, ON
K9A 2M2

Fax: (905) 372-8819

Email: careers@cobourg.ca

****Note all summer student positions are subject to budget approval and will only be hired if approved in the 2020 budget****

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.